



# Maryland Annual Collection Systems

## External Credit System (ECS)

### **Maryland Higher Education Commission**

Office of Information Technology

6 North Liberty Street • Ground Suite • Baltimore, MD 21201

Data Web Site: <https://data.mhec.state.md.us>

MAC2 & Survey Assistance: [mac2help.mhec@maryland.gov](mailto:mac2help.mhec@maryland.gov)

MHEC Website: [www.mhec.maryland.gov](http://www.mhec.maryland.gov)

Post-Closing Data Reporting: [dataECscovery.mhec@maryland.gov](mailto:dataECscovery.mhec@maryland.gov)

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## **I. Degree Information System (ECS) Collection**

### **A. Collection Description**

### **B. Adhere to Due Dates and Record Frequency**

Annal Due Dates:	August 15 <sup>th</sup>
Collection Period:	July 1 <sup>st</sup> – June 30 <sup>th</sup>
Record Frequency:	One record per undergraduate student receiving an award in the DIS file for the same period per source of credit submitted 1 time a year.

### **C. Comply with Selection Criteria**

1. Who to include:
  - a. One record per undergraduate student receiving an award in the DIS file for the same period per source of credit submitted 1 time a year.
2. Who to exclude:
  - a. One record per undergraduate student receiving an award in the DIS file for the same period per source of credit submitted 1 time a year.

### **D. Data Collection Websites, Emails, and Responsibilities**

To secure and ensure data collection integrity, it takes the cooperation of each institution partnering with the MHEC team to manage collections. Websites, specific email addresses, and established responsibilities all work together to offer guidance for data collections, reporting problems or concerns, and outlining due diligence necessary for successful data submissions and management. Detailed information about the websites, emails and responsibilities can be found on the [responsibilities page](#) of the data website.

### **E. Follow the File Layout**

The [ECS file layout](#) can be found on the [documentation page](#) of the data website. The required format is comma-separated values (CSV), which means each data element is separated by commas and the file extension is .csv. Data element submission details for the file layout relies exclusively on MHEC's online data

dictionary. The layout provides the item number, field length parameters, data type, name and the data definition (DD) link to the data dictionary for comprehensive, up-to-date data element guidance, explanations, and examples in some cases.

## **F. Include the Header Record**

The [ECS header record](#) can be found on the [documentation page](#) of the data website. It is required as part of the uploaded .csv file. It is critical that the uploaded header match MHEC's header for data editing purposes. Headers that do not match create errors in the validation process.

## **G. Review Sample Records**

The ECS sample record can be found on the [documentation page](#) of the data website. The sample records are available for your reference and serve for demonstration purposes only. The .csv version of the records shown below the samples is what a submitted record should look like. Note that if a field is empty please do not include a space between the commas.

## **H. Transfer the File to MHEC**

To transfer a .csv file to MHEC, user credentials are required. File transfers between higher education institutions in Maryland and the Commission are secure. Please use the prescribed secure file transfer process and refrain from emailing submissions. The [File Transfer](#) page has different functional areas. Select the "Maryland Annual Collection 2 (MAC2)" link to begin the file transfer process. Use "P" to preface UserID credential. Select the option to perform either a preliminary edit or an official submission after editing is complete. Complete the form for the upload and include comments if necessary.

## **I. Perform File Editing Procedures**

The submission process provides editing guidelines that includes an edit report for the purpose of reviewing and verifying data submitted. The report offers frequency ECStribution counts on selected variables that can be used to verify data counts. The edit program also checks records for proper data element ranges and position. If there are fatal errors or warnings, an explanation will be associated with the infraction and corrections should be made before a subsequent preliminary edit resubmission is performed. The correction and resubmission process should be repeated until the file is free of errors. Before submitting the official version of the file, internal institutional edit confirmations should be performed to check frequency output against uploaded data to verify the accuracy and completeness of the data. At the time of the official submission, if there are remaining fatal errors or

warnings on the edit report that cannot be addressed with a correction, then comments with a detailed explanation from the institution must be included in the comments section of the upload form.

## **J. Check MHEC Internal Validations**

The Stata syntax code used for validations can be found on the [documentation page](#) of the data website. Stata code is used to validate file submissions. Additional validation testing may be completed contingent upon the results of this baseline code. New validation steps may be added over time as the scope of the collection changes.

## **K. Data Cookbook**

Data Cookbook is MHEC's MAC2 on-line data dictionary. It contains all the data elements in all the unit record data collections managed by MHEC. On the "Functional Areas" tab, under "Sharing" in the far right column, select the definitions link to view the data elements for one of the MAC2 collections. Each data element name is listed in alphabetical order with its functional definition.

<https://community.datacookbook.com/institutions/mhec>

# Maryland Higher Education Commission

MHEC is the State of Maryland's higher education coordinating board responsible for establishing statewide policies for Maryland public and private colleges and universities and for-profit career schools. MHEC also administers state financial aid programs that affect students on a statewide basis.

<http://www.mhec.maryland.gov>

## Public Contact

[MHEC Administrator](#)



Functional Areas	Shared Definitions	Shared Specifications	Shared Files
Functional Areas for Shared Content			
Functional Areas are groupings this organization uses for its shared content. These typically represent different areas within the organization.			
Functional Area	Description	Sharing	
EIS	Enrollment Information Systems	63 DEFINITIONS ▶	0 SPECIFICATIONS ▶
EDS	Employee Data Systems	32 DEFINITIONS ▶	0 SPECIFICATIONS ▶
DIS	Degree Information Systems	34 DEFINITIONS ▶	0 SPECIFICATIONS ▶
FAIS	Financial Aid Information Systems	31 DEFINITIONS ▶	0 SPECIFICATIONS ▶
EOTS	End of Term System	29 DEFINITIONS ▶	0 SPECIFICATIONS ▶
ECS	External Credit System	10 DEFINITIONS ▶	0 SPECIFICATIONS ▶
CIS	Course Information System	19 DEFINITIONS ▶	0 SPECIFICATIONS ▶
SRS	System Registration System	17 DEFINITIONS ▶	0 SPECIFICATIONS ▶
MAPCS	Maryland Approved Program Completer System	30 DEFINITIONS ▶	0 SPECIFICATIONS ▶
CWS	Cyber Warrior Security System	25 DEFINITIONS ▶	0 SPECIFICATIONS ▶
NWCS	Noncredit Workforce Completers System	29 DEFINITIONS ▶	0 SPECIFICATIONS ▶

## Document Control

### A. Document Information

Title:	Employee Information System Manual
Security Level:	Unclassified – For Official Use Only
Filename:	ECS Manual.doc

### B. Document History

Document Version:	Date:	Summary of Change
Version 1	01/2022	Original MAC2 ECS manual

C. To contact MHEC for questions or support, submit an email to [mac2help.mhec@maryland.gov](mailto:mac2help.mhec@maryland.gov).